

Speaker Guidelines

Tips & Techniques Package



Overview

As a speaker, you will be invited by a school to make a presentation to students about your career journey. This is a time to excite and motivate young people about the career options and opportunities available to them.

Presentation Goals

- Introduce students to your career
- Raise students' career aspirations and personal goals
- Provide students with a road map of how to achieve these goals
- Provide a role model so they can strive to achieve their own personal and financial successes.



What To Expect

During your session, you will interact with a group of students and can play an important part in being a role model for them.

Each school has specific needs and it is important that you discuss these with the person who has invited you. Your audience will change as will your message, depending on the size of the group, the ages of the students, their particular interests and the format of the presentation.

Guidelines

In the following are some guidelines for you to prepare for your session with a school. These include:

1. How to structure your presentation
2. Question and Answer session
 - What to take with you
3. Tips and techniques
 - Before the presentation
 - During the presentation
 - After the presentation
4. Checklist
5. Information from school

1. How to structure your presentation

Here are some guidelines on how to structure your presentation. The actual information you use will depend on the size and age of your audience, their interests, attention span and the time allotted for your presentation.

i. Personal Background

- Tell students what career(s) you were interested in at their age.
- Tell them about your career aspirations as an adult.
- Discuss how this evolved.

ii. Your Organization

- Tell the students what your organization does/makes/provides.
- Tell them where they may come across your organization.
- Discuss who the customers/clients are.
- Tell them the number and types of people who work there.

iii. Your Career

- Talk about what your position entails.
- Discuss the variety of things you do.
- Discuss what you love about your work.
- Discuss the drawbacks such as long hours or weekend work.
- Talk about any obstacles you had to overcome.
- Discuss any barriers students might face and how they might deal with them.

iv. Your Education

- Discuss “what I did at your age”.
- Talk about subjects you liked at school, subjects you didn’t like.
- Talk about importance of math (such as managing huge budgets).
- Talk about the importance of technology in your position.
- Speak about the importance of school subjects such as English and math in the day to day tasks of your job.
- Tie in different subjects, such as the importance of English skills to help in writing reports and communicating in general.
- Discuss the importance of sports, volunteering, group programs which later demonstrate students’ interests in team work and the community.
- Tell student about your diplomas, degrees, courses taken after high school.

v. Your Journey

- Tell students how you ended up doing what you are doing.
- Let them know who influenced you most.
- Tell them how you got your first/current position.
- Discuss other options open to you now.

2. Question and Answer Session

i. Be prepared for personal questions

How much money do you make?

Tell students about entry-level salaries, opportunities for growth

How much vacation time do you have?

Are you married?

Do you have children?

ii. Be prepared to deal with inappropriate behavior

While most students want to be at presentations, some students will try your patience.

Tips to handle inappropriate behaviour:

Ask disruptive person(s) to volunteer their own experiences or help you with presentation

Diffuse situations by saying “we’ll discuss that at the break, if there is time”

Call teacher quietly.

iii. What to take

Work props including: the GCS Speaker Toolbox, samples of your products, and/or photos of your job site(s).

Remember: Check with the teacher whether the classroom has the equipment you require.

Suggestion: Do not give out props until the end of your presentation.

3. Tips and Techniques

i. Before the Session:

TIPS	TECHNIQUES
Decide on your presentation goals.	Determine what your main message will be to the students. Establish how students can benefit from your presentation. Decide how you can benefit from visiting the school.
Know your audience.	Ask school for details about the students (age, group, interests, etc).
Be prepared to be flexible and have fun.	Let the audience guide you in terms of their interests and attention span.
Determine your time and travel commitments.	Establish what days, times and how often you can commit to addressing students.

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ii. During the Session:

TIPS	TECHNIQUES
Break the ice – get kids involved.	Ask students what they think you do. Ask them if they know anyone in your field or profession.
Establish a comfort level.	Be interactive, e.g. role playing.
Make presentations relevant to the audience.	Put them in real life situations .
Have patience – some students learn best when they receive information in small pieces.	Ask them to volunteer to help you.
Use simple language. Avoid jargon and highly technical terms.	Personalize your presentation with anecdotes and stories.
Ensure you don't talk down to students.	Use visuals and concrete material.
Appreciate diversity of groups (different ages, languages, cultures, socio-economic groups).	Encourage young kids to move around, do an activity, act out a scenario.
Be flexible – the students will guide you regarding their interests.	Ask for questions during your presentation, not at the end.

iii. After the Session:

TIPS	TECHNIQUES
Obtain feedback from the school.	Ask teachers/students how useful this session was.
E-mail the GCS Education program to let us know how the talk went.	Send an e-mail to education@gcsetion.com
Ask your colleagues to become involved in the GCS Education program.	Refer colleagues to the website www.gcsection.com/volunteers-speakers

4. Checklist

- Do you know the ages and sized of the student group?
- Are you clear on the message you want to give to students?
- Are you clear on the teacher's requirements for the presentation?
- Is you presentation interactive?
- Does it include questions and answers?
- Does it include what influenced your career choice?
- Does it include the relevance of math, science and/or technology to your position?
- Doe it include a road map of how you got you your position?
- Do you have any items to hand out to students or products to demonstrate?
- Do you know how long you session will last?
- Do you have the right tools and equipment to make your presentation?
- Do you have an evaluation form to complete after the session?
- Are you ready to be flexible and have fun?